MANAGEMENT **CPAC** CPOC OTHER 3 **PMCD** -Review SF52 & PD for -Discuss w/CPAC; develop -Review proposed PD proper documentation & plan of action/recruitment & supplemental recruitment strategy strategy documentation -Provide advice to -Prepare PD using PDL, -Conduct audit. If manager on proper COREDOC, or other sources necessary position management (major edits) -Rewrite PD as (supervisory ratio, senior -create SF52; attach PD with necessary grades, etc.) supplemental documents -Determine -coordinate SR52 & -Develop required/desired classification forward documents to skills list -Forward classified CPOC-PMCD -Obtain organizational -Assist in developing approvals to management for mandatory/desired skills -Coordinate SF52 to CPAC approval list (3 days) (15 days) (3 Days) -Review classified PD (3 days) CSR DFAS Coordinate YES Does manager -Input Table 30/ TDA into concur? DCPDS -Coordinate with DFAS -Complete -Advise CPAC/ classification data CPOC of -Process SF52 DCPDS update -Enter productivity (1 day) status codes NO -Coordinate to CPOC-RSD BPM #R3 (4 Days) -Follow local procedures for resolution Total Calendar -Notify CPOC of Days = 39decision (DA = 58)(10 days) -o-Personnel Process Days = 20(DA = 46)Replaces USAREUR BPM P1